



Position Title: Part-Time Assistant to the Dean of Visual Arts

Job Code: 8104

Reports To: Dean, Visual Arts, NWSA

Grade: HI

FLSA: Exempt

Job Description:

The Part-Time Assistant to the Dean of Visual Arts, NWSA will assist the Dean and provide support for the entire department to accomplish administrative duties and responsibilities for the Visual Arts Division.

Duties & Responsibilities:

- Schedules and implements college classes for upper and lower divisions
- Oversees student advisement
- Coordinates and schedules the portfolio review evaluations and selection processes
- Audits and monitors graduation process towards college degree
- Assists with special programs (i.e. National Portfolio Day) and student recruitment activities
- Coordinates college jury schedule, jury evaluations and documentation.
- Maintains accurate files and records of faculty and students
- Assists in coordination and execution of gallery events, both on and off campus, master classes and guest artists
- Oversees student assistants
- Serves as a liaison with the faculty, staff, and students in solving problems related to the department
- Provides general information and responds to telephone inquires from staff, students, or faculty.
- May perform specialized tasks that assist a department in providing services to students, staff, or faculty.

Essential Personnel:

Non-essential

Minimum Requirements:

- Bachelor's degree from an accredited institution and three (3) years of related experience in office administration, education and arts training or visual arts or related field.
- Must possess excellent oral and written communication skills
- Must be thorough, detail-oriented and highly organized
- Must possess strong interpersonal and decision-making skills
- Must be flexible to work evening or weekend assignments for special events
- Must have proficiency in all Microsoft applications
- Ability to work in a multi-ethnic, multi-cultural environment

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name